

TRIP EXTERNAL (Full Access) User Manual

Version 1.5 dated June 16, 2006

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INTRODUCTION TO THE USER MANUAL

How To Use This Manual

Every care has been taken while designing this user manual to ensure that we do not use complicated and long sentences, thus enabling you to better understand the product. This manual is written with the assumption that you are familiar with the concepts and conventions used in Microsoft Office applications and that you have used some MS Office applications. The manual is thus user friendly, as it uses graphical representation for explaining various aspects of the TRIP system.

For example, it uses a mouse image to indicate that the user has to click a button or a HTML link to navigate the user to that particular topic or image. The significance/relevance of the symbols used in this manual is explained in the section <u>Visual Cues</u>.

An example is provided for every operation throughout the manual to facilitate you in better understanding of the DOR TRIP system.

Visual Cues Used In This Manual

<u></u>	Indicates that you have to type information in the box provided.
•	Indicates that you have to click a button, image or link.
66	Indicates what you see when you perform an action.
Tip	Provides tips for easy interaction with the product.
∠ Note	Cautions a user not to perform a particular act.

Program Summary

Detailed instructions for performing specific tasks in TRIP appear elsewhere in this User Manual. What follows is a summary of the refund interception program and the steps you need to take to be successful.

Assuming that you've already applied for the program, obtained your WAMS User ID and password, and requested access to your agency's account, your participation begins when you certify debts to DOR by sending us debtor information. At a minimum, this must include the debtor's first and last name, ID number (SSN, FEIN or DLN), and the amount of the debt. You may submit address information, but it is not necessary.

There are two different ways to send DOR this information, either by using the on-line worksheet found on the "File Maintenance" page to upload debts one at a time, or by uploading a single file containing one or more debts via the "Send File" page. Depending upon the number of debts you intend to certify and your level of computer expertise, either method is a viable option and has its own advantages and disadvantages.

We also ask that if you receive payment toward a debt (outside of a refund interception from DOR) that you notify us of the change in balance. Again, you can use either the "File Maintenance" or the "Send File" method to do this. To "close" a debt, simply report a balance of zero for the debt.

DOR will respond to every new debt, or change in debt balance with a File Maintenance record. These can be found on the "View/Receive Files" pages. An accepted debt will be assigned a debt number and be placed in our debtor database. Rejected debts are not placed in our debtor database and the corresponding file maintenance record will explain the reason the transaction was rejected.

Most commonly, errors occur when the ID number on your debt record is associated with a different name in either DOR's income tax history database or in our database of established debts. We compare the entire ID number and the first four letters of the last name and first two letters of the first name of the debt you certify to both of these databases. We reject all transactions where a mismatch occurs.

Be aware that information is deleted from the tables that populate the "View/Receive Files" pages every three months to ensure efficient operation of the TRIP system on your PC. The information that you view is stored on a table separate from the tables that store the actual debts, so deleting what you can view or download from TRIP does not mean that your debt was deleted from our mainframe. This makes it necessary for you to maintain a record-keeping system independent from TRIP. Of particular note should be the debt number that DOR

assigns to each of your debts as this number must be used to identify the debt when you submit future file maintenance.

When potential refund interceptions are identified by DOR, we notify you of this fact with a balance verification record. Again, these are available on the "View/Receive Files" pages. The receipt of a balance verification file does not guarantee that you will receive money for that debt, as our system cannot detect if there will be funds available for your debt once higher priority debts (if any) are satisfied. In this stage of the process we are only asking that you compare the debt balance that we show with your own records for that debt, so that only the correct amount of the refund is intercepted. If the balance we show is correct you do not need to do anything. If the balance is incorrect you must adjust the balance accordingly. Unless your debt is the last debt on file for a particular taxpayer you can only reduce the balance of the debt. Any attempts to raise the balance will be rejected.

The receipt of a posting notice guarantees that you will receive money toward the debt that is specified in the notice. The check you receive does not contain any identifying information. It is necessary for you to compare the check date to the process date of your posting notices. The posting notices of any one date will total the amount of the check dated that same week. Typically, posting notices have a Tuesday date and the corresponding check is dated the Thursday of the same week.

DOR automatically reduces the balance of a debt by the amount that is intercepted, so it is not necessary for you to submit file maintenance to reflect this change in balance.

In lieu of their tax refund, debtors receive a notice from DOR that states which agency intercepted their refund. This notice contains the contact information provided by your agency when you applied for the program. Any refund amount above the amount of the interception is included with this notice. This notice, and any remaining refund amount, is mailed the same day as the refund interception check sent to your agency.

What's New?

This new version of the TRIP application has a number of features not found in the prior version. In addition to an entirely new look and feel to the application, the fundamental structure of the application has changed as well.

For instance, if a user has access to more than one account, it is no longer necessary to log in and out of the various accounts to perform similar functions such as certifying debts or viewing or receiving file maintenance, balance verification and posting notification records. Instead, users will be provided with drop down menus of all their accounts on most pages within the application so they can pick and choose which account to work with at any given time. In this way, your work within the application should be more efficient and less confusing.

More importantly, you now have the ability to identify debtors by name and operator's license number (DLN) when the debtor's social security number (SSN) is not available to you. In most cases, DOR should be able to obtain your debtor's SSN through a data exchange process with the Department of Transportation (DOT) that will allow us to establish your debt on our system for potential refund interception. As noted elsewhere in this manual, however, the SSNs we obtain from DOT are confidential and we can only use them "behind the scenes" of our various processes. For debts certified with DLNs, all future information exchanged between DOR and your agency (file maintenance, balance verification and posting notification) will be based on the DLN and not the SSN obtained from DOT.

You will also have the option of including your own internal identifying number to debt records certified to DOR through the use of the 'Agency Internal Debt Number' (AIN) field found in the file maintenance worksheet and the expanded file record layouts. You may add an AIN to existing debts through the use of a transaction type 3.

The new TRIP application also allows users to view or download an account summary that lists all of the debts certified by your agency to DOR. This report can be sorted to include all debts, only debts carrying a balance, and only debts with a zero balance. This functionality is found on the 'View/Receive Files – Account Summary' pages within the application and is described on pages xx – xx in this manual.

Finally, the new application allows users to search by individual debtor ID number (SSN, FEIN, DLN) to find their current debt balance, a history of all financial transactions against their debts and the debt number assigned to the debt by DOR. This functionality is found on the 'Debt Summary' pages within the application and is described on pages xx – xx in this manual.

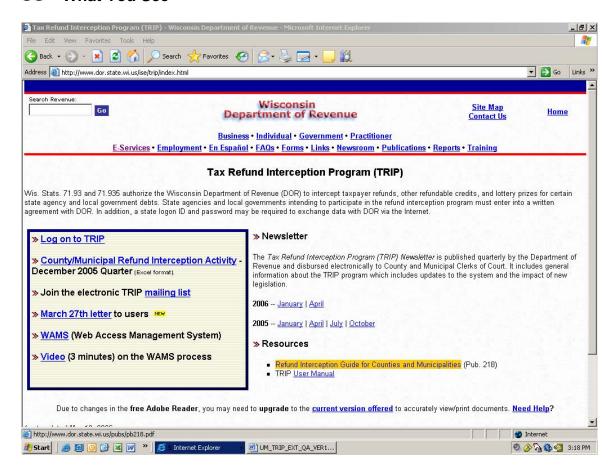
LOGIN

TRIP External (Full Access) Login

What You Should Do

Open a web browser session and enter the following URL in your address bar: http://www.dor.state.wi.us/ise/trip/index.html.

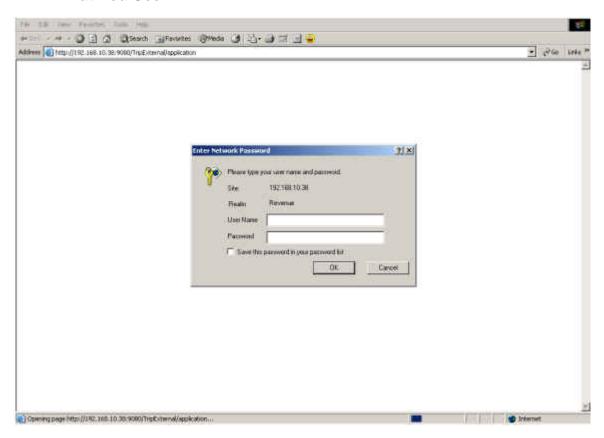
G What You See



What You Should Do Next

Click on the 'Log on to TRIP' hyperlink.

6 What You See

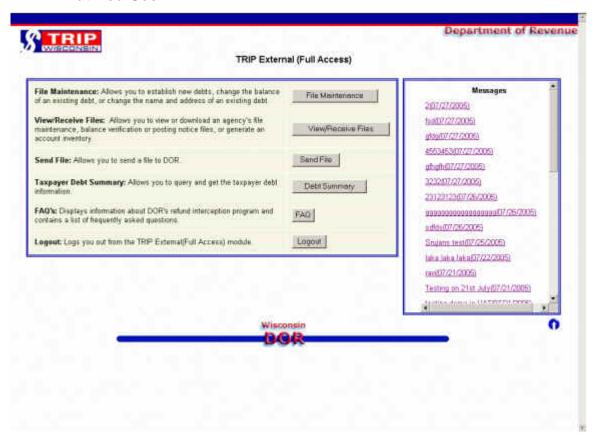


↑ & **™** What You Should Do Next

➤ Enter your **WAMS ID** in the '**User Name**' field and your **WAMS password** in the '**Password**' field to access the TRIP system and click '**OK**'.

TRIP External (Full Access) Main Page

6→ What You See



This is the initial screen that is displayed after you successfully logon to TRIP system as an external user.

What You Can Do Here

- Navigate to the File Maintenance page to establish a new debt, or change the balance, name or address of an existing debt through file maintenance.
- Navigate to the View/Receive Processed Files page to view or download an agency's file maintenance, balance verification, or posting notification records, or view or download an agency's account summary.
- Navigate to the Send File page to send a formatted text file to DOR.

- ➤ Navigate to the Debt Summary page to query the system for information on a specific debt or debtor.
- > Navigate to the FAQ page to get the answers to frequently asked questions related to TRIP.
- > Log out from the TRIP system.

File Maintenance

What You Should Do

Click on the 'File Maintenance' button on the Main Menu page.

6→ What You See



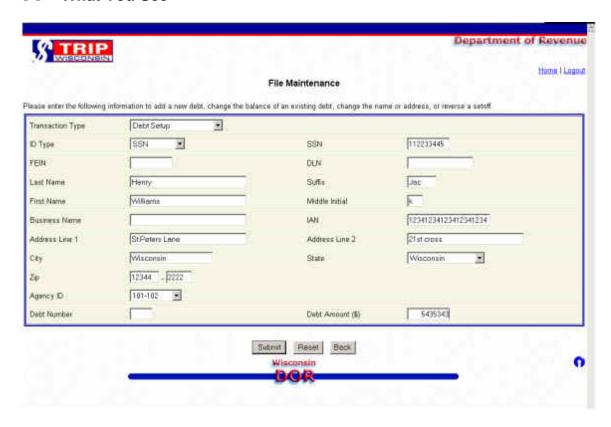
What You Can Do Here

- > You can add a new debt to the database.
- You can change the balance of an existing debt.
- You can change the address of an existing debt.
- You can inactivate an existing active debt.
- You can activate an existing inactive debt.



Enter the required information based on the action you wish to perform.

6→ What You See



What You Should Do

- Click 'Submit' to go to the Verify File Maintenance page.
- Click 'Reset' to clear all the text boxes.
- Click 'Back' to go to the previous page.
- Click 'Home' to go to the Main Menu page.
- Click 'Logout' to exit the TRIP system.



The 'Back' button and the 'Home' and 'Logout' hyperlinks appear on most pages of the TRIP application. Their functions (as described above) are the same wherever they are found.

G What You See (when you click 'Submit')



What You Should Do Next

- Click 'Edit' to return to the File Maintenance page and modify the data previously entered.
- > Click '**OK**' to submit the data to the database.



The balance of a debt may be decreased at any time. However, the balance of a debt may only be increased when it is the last or only debt in our database for that particular debtor.

If the agency certifies a debt using the debtor's DLN, and DOR finds an SSN for the debtor through a match with DOT licensing records, DOR is prohibited from providing the agency with that SSN. Therefore, all subsequent file maintenance submitted by the agency for that debt must contain the debtor's DLN. Similarly, all records received from DOR for that debt (file maintenance, balance verification, posting notification) will also contain only the DLN and not the SSN obtained from DOT.

G What You See (when you click 'OK')



What You Should Do Next

Click 'OK' to return to the File Maintenance page.



The following fields are mandatory depending upon the action you wish to perform:

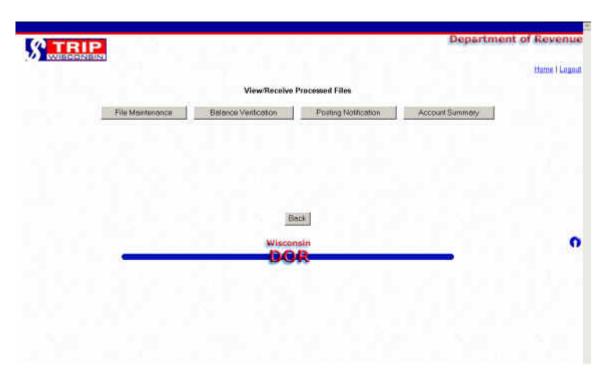
- 1. Transaction Type (must select one)
- 2. **ID Type** (must select one)
- 3. **SSN** (if ID Type = SSN)
- 4. **FEIN** (if ID Type = FEIN)
- 5. **DLN** (if ID Type = DLN)
- 6. **Last Name** (if ID Type = SSN or DLN)
- 7. **First Name** (if ID Type = SSN or DLN)
- 8. **Business Name** (if ID Type = FEIN)
- 9. Agency ID & Agency Subunit (must select one if given a choice)
- 10. **Debt Number** (if Transaction Type = Change Balance or Change Address)
- 11. **Debt Amount** (if Transaction Type = Debt Setup or Change Balance)

View/Receive Files

What You Should Do

> Click the 'View/Receive Files' button on the Main Menu page.

6 What You See



What You Can Do Here

- > Navigate to the File Maintenance search page.
- > Navigate to the Balance Verification search page.
- Navigate to the Posting Notification search page.
- > Navigate to the Account Summary page.

What You Should Do (to view/download file maintenance records)

Click the 'File Maintenance' button. on the View/Receive Processed Files page.

6 What You See



What You Can Do Here

- > You can view a list of file maintenance records for a particular agency for a specific date range..
- > Export the file to Excel, XML or Text format based on your preference.

What You Should Do

> Select an 'Agency ID', record type and a 'From Date' and 'To Date'.

G What You See



What You Should Do Next

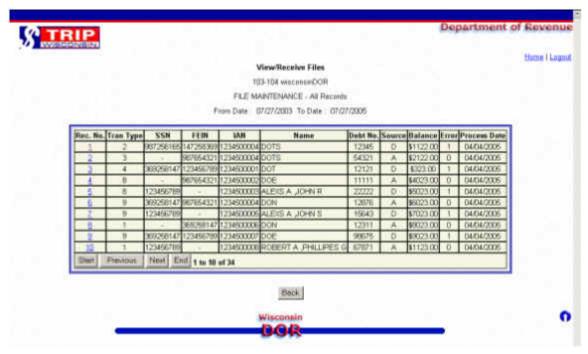
Click 'View File' to generate the file in HTML format.



To convert the file to Excel, XML or Text format click on the appropriate button after selecting an 'Agency ID', record type and a date range. An **Open Save** dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions contained in the dialog box.

This version of the TRIP application allows users to download or export files in two different file record layouts. The 'current file formats' are the file maintenance (194 bytes), balance verification (168 bytes) and posting notification (178 bytes) record layouts found in the "old" TRIP application. The 'expanded file formats' employ increased file record layouts for file maintenance (317 bytes), balance verification (274 bytes) and posting notification (286 bytes) records that allow the agency to take advantage of the new functionality offered by this new version of the TRIP application (e.g., DLN, FEIN, AIN, etc.).

G→ What You See (when you click 'View File')



What You Can Do Here

- View the records displayed.
- Click a 'Rec. No.' hyperlink to view a detailed description of a specific record.
- Click 'Next' to go to the next 10 records.
- Click 'End' to go to the end of the list of records.
- Click 'Previous' to go to the previous 10 records.
- > Click 'Start' to go to the beginning of the list of records.

G What You See (when you click on a 'Rec. No.' hyperlink)



What You Can Do Here

View the details of the specific record you have chosen.

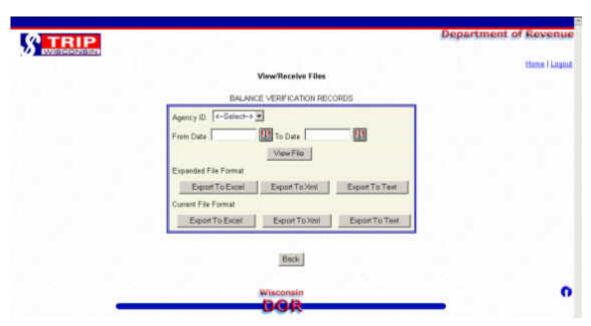


The 'History Code' field is no longer being used to indicate whether a filing history exists for the debtor. It is simply being used to indicate the absence or presence of a 'History' error. Also, due to confidentiality provisions, DOR can no longer populate the 'Second Name' field with the DOR name when the record contains a 'History' error. Similarly, DOR can no longer provide the DOR name in the 'Second Name Field' when the 'F/M Error' condition exists.

What You Should Do (to view/download balance verification records)

Click the 'Balance Verification' button on the View/Receive Processed Files page.

6 ♦ What You See



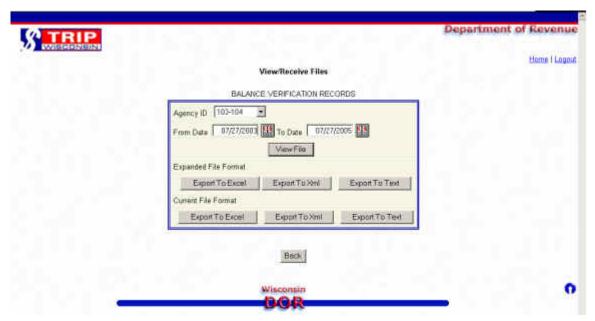
What You Can Do Here

- You can view a list of balance verification records for a particular agency for a specific date range.
- > Export the file to Excel, XML or Text format based on your preference.

What You Should Do

> Select an 'Agency ID' and a 'From Date' and 'To Date'.

6→ What You See



What You Should Do Next

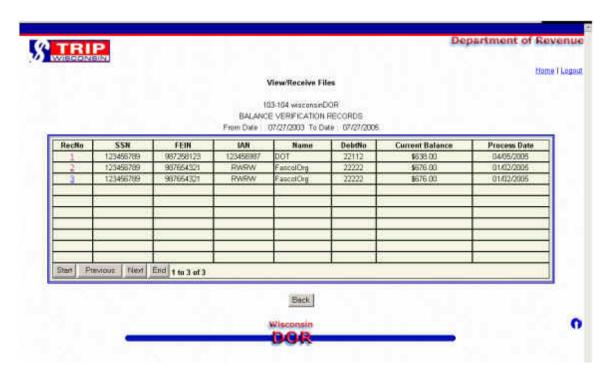
Click 'View File' to generate the file in HTML format.



To convert the file to Excel, XML or Text format click on the appropriate button after selecting an '**Agency ID**' and a date range. An **Open Save** dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions in the dialog box.

This version of the TRIP application allows users to download or export files in two different file record layouts. The 'current file formats' are the file maintenance (194 bytes), balance verification (168 bytes) and posting notification (178 bytes) record layouts found in the "old" TRIP application. The 'expanded file formats' employ increased file record layouts for file maintenance (317 bytes), balance verification (274 bytes) and posting notification (286 bytes) records that allow the agency to take advantage of the new functionality offered by this new version of the TRIP application (e.g., DLN, FEIN, AIN, etc.).

G What You See (when you click on 'View File')



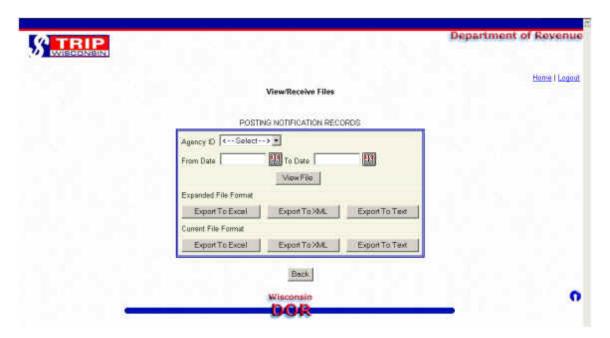
What You Can Do Here

- > View the records displayed.
- Click 'Next' to go to the next 10 records.
- > Click 'End' to go to the end of the list of records.
- > Click 'Previous' to go to the previous 10 records.
- Click 'Start' to go to the beginning of the list of records.

What You Should Do (to view/download posting notification records)

Click the 'Posting Notification' button on the View/Receive Processed Files page.

6→ What You See.



What You Can Do Here

- You can view a list of balance verification records for a particular agency for a specific date range.
- Export the file to Excel, XML or Text format based on your preference.

What You Should Do

> Select an 'Agency ID' and a 'From Date' and 'To Date'.

G What You See



What You Should Do

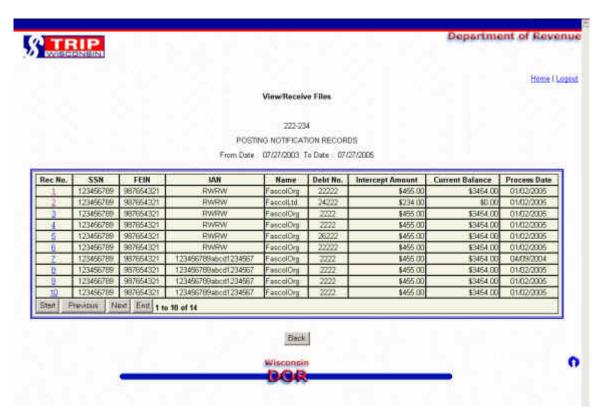
Click 'View File' to generate the file in HTML format.



To convert the file to Excel, XML or Text format click on the appropriate button after selecting an 'Agency ID' and a date range. An Open Save dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions in the dialog box.

This version of the TRIP application allows users to download or export files in two different file record layouts. The 'current file formats' are the file maintenance (194 bytes), balance verification (168 bytes) and posting notification (178 bytes) record layouts found in the "old" TRIP application. The 'expanded file formats' employ increased file record layouts for file maintenance (317 bytes), balance verification (274 bytes) and posting notification (286 bytes) records that allow the agency to take advantage of the new functionality offered by this new version of the TRIP application (e.g., DLN, FEIN, AIN, etc.).

G What You See (when you click 'View File')



What You Can Do Here

- View the records displayed.
- View additional details of a record by clicking on the corresponding 'Rec. No' hyperlink.
- Click 'Next' to go to the next 10 records.
- Click 'End' to go to the end of the list of records.
- Click 'Previous' to go to the previous 10 records.
- Click 'Start' to go to the beginning of the list of records.

What You See (when you click on a 'Rec. No.' hyperlink)



What You Can Do Here

> View the details of the record you have chosen.

What You Should Do (to view/download an account summary)

Click the 'Account Summary' button on the View/Receive Processed Files page.

6 What You See.



What You Can Do Here

- > You can view the account summary of a particular agency.
- > Export the file to Excel, XML or Text format based on your preference.

What You Should Do

Select an 'Agency ID' and choose either 'All Records', 'Balance > 0.00', or 'Balance = 0.00'.

G What You See



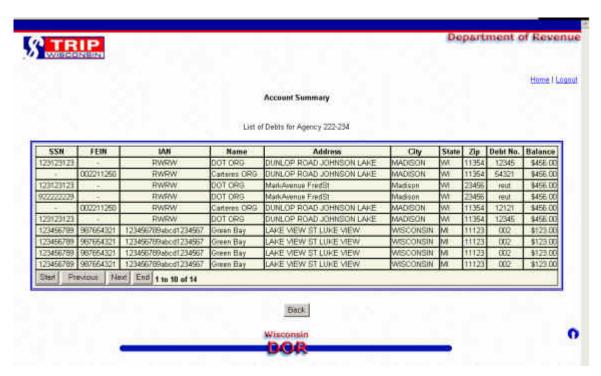
What You Should Do Next

Click 'View File' to generate the file in HTML format.



To convert the file to Excel, XML or Text format click on the appropriate button after selecting an 'Agency ID' and a record type. An **Open Save** dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions in the dialog box.

G What You See (when you click on 'View File')



TWhat You Can Do Here

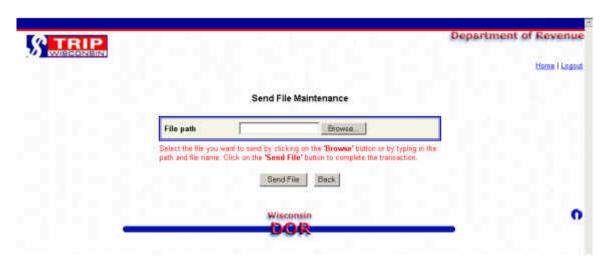
- View the records displayed.
- > Click 'Next' to go to the next 10 debts.
- > Click 'End' to go to the end of the list of debts.
- Click 'Previous' to go to the previous 10 debts.
- Click 'Start' to go to the beginning of the list of debts.

Send File

What You Should Do

Click on the 'Send File' button on the Main Menu page.

6→ What You See



What You Can Do Here

You can send a text file to DOR.

What You Should Do

Click on the 'Browse' button to search for the file you want to send, or type in the file path of the record you want to send.



You may use either the current 148-byte file maintenance record layout (pg. 56) or the expanded 274-byte file maintenance record layout (pg. 57) to send a text file to DOR. However, only the expanded record layout utilizes the additional fields (FEIN, DLN, AIN, etc.) that allow for the increased functionality of this version of the TRIP application.

G What You See (when you enter the file path of your record)



What You Should Do Next

Click 'Send File' to upload the file to DOR.

What You See (when you click 'Send File')



What You Should Do Next

> Click 'OK' to return to the Send File page.

Debt Summary

What You Should Do

> Click on the 'Debt Summary' button on the Main Menu page.

6 What You See



What You Can Do Here

> Search for the debt details of a specific debtor.

What You Should Do

> Enter an 'ID No' and select an 'ID Type'.

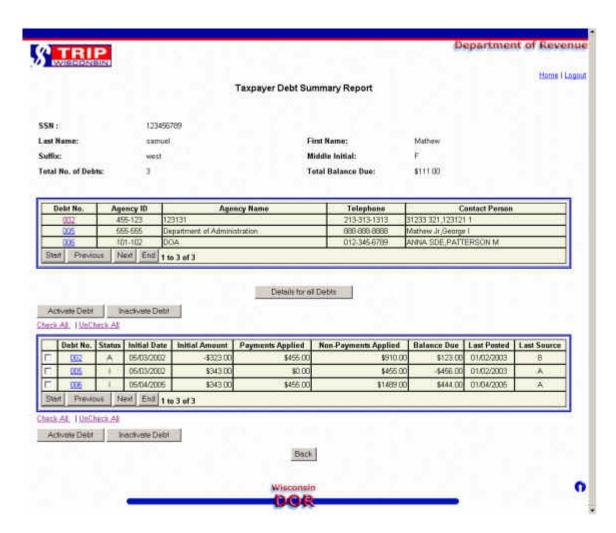
6→ What You See



What You Should Do Next

> Click 'Search' to bring up the debt details of the debtor.

G What You See (when you click 'Search')





What You Should Do Next

- View a summary of all the debts certified by your agency for this particular debtor.
- Click a 'Debt. No.' hyperlink to view the details of a specific debt.
- Click the 'Details for all Debts' button to view the details of all the debts for this debtor.
- Click 'Next' to go to the next 10 debts.
- Click 'End' to go to the end of the list of debts.
- Click 'Previous' to go to the previous 10 debts.
- Click 'Start' to go to the beginning of the list of debts.

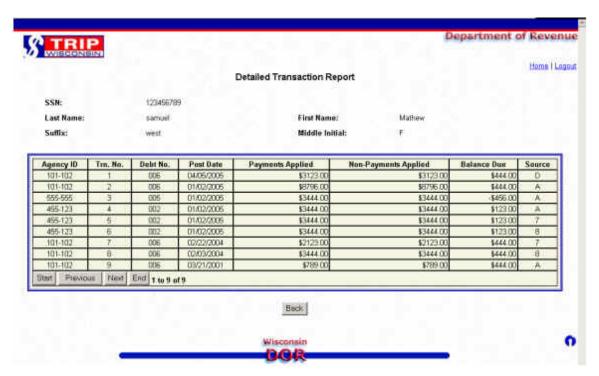
G What You See (when you click a 'Debt No.' hyperlink)



What You Should Do Next

- Click 'Next' to view the next 10 transactions.
- > Click 'End' to go to the end of the list of transactions.
- Click 'Previous' to go to the previous 10 transactions.
- > Click 'Start' to go to the beginning of the list of transactions.

What You See (when you click on the 'Details for all Debts' button)



What You Can Do

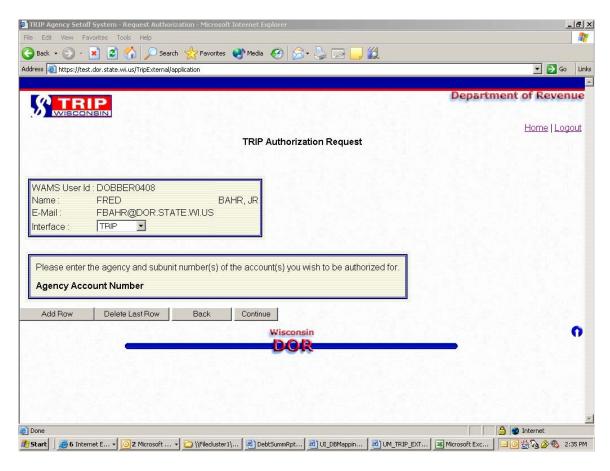
- Click 'Next' to go to the next 10 transactions.
- > Click 'End' to go to the end of the list of transactions.
- ➤ Click 'Previous' to go to the previous 10 transactions.
- > Click 'Start' to go to the beginning of the list of transactions.

Request Authorization

What You Should Do

Click on the 'Request Authorization' button on the Main Menu page.

6 What You See



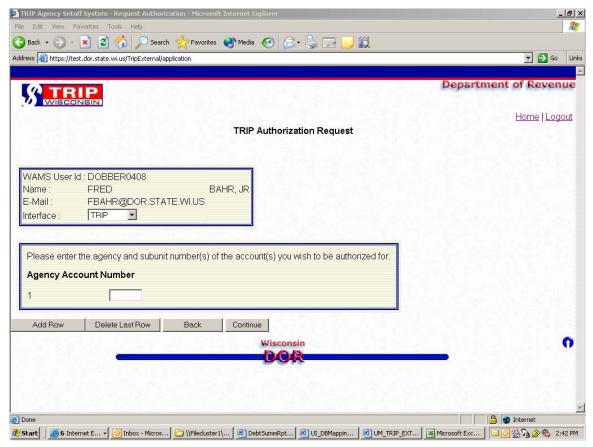
What You Can Do Here

Request access to another agency account.

What You Should Do Next

Select an 'Interface' type from the drop-down menu (either TRIP, CCAP, IRS, or Mainframe) and then click 'Add Row'.

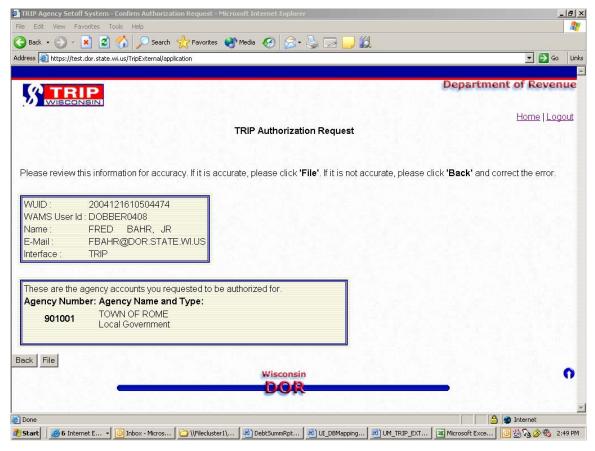
G→ What You See (when you click 'Add Row')



4 & What You Should Do Next

- ➤ Enter the six-digit Agency ID number of the agency to which you want access and then click 'Add Row' (if you want to request access to another agency account) or click 'Continue'.
- > Click 'Delete Last Row' to delete the last row that was added.

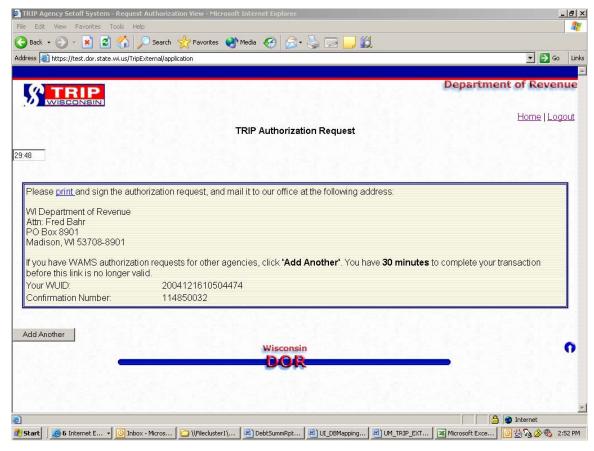
G What You See (when you click 'Continue)



What You Should Do Next

Click 'File' to continue this process.

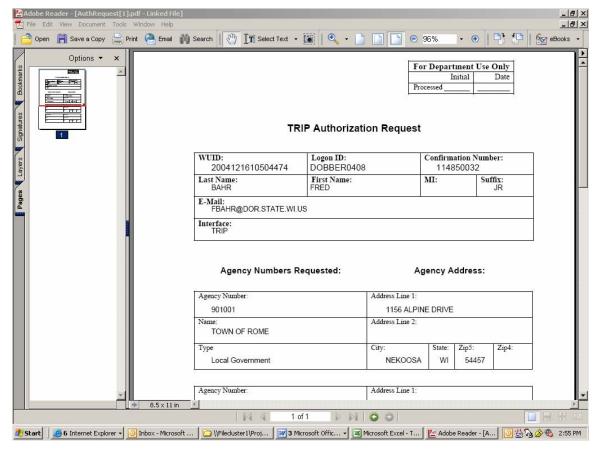
G What You See (when you click 'File')



What You Should Do Next

- > Click 'Print' to continue this process.
- Click 'Add Another' to return to the 'TRIP Authorization Request' page and repeat this process.

G What You See (when you click 'Print')



What You Should Do Next

Print and sign the authorization request form and mail it to DOR at the following address:

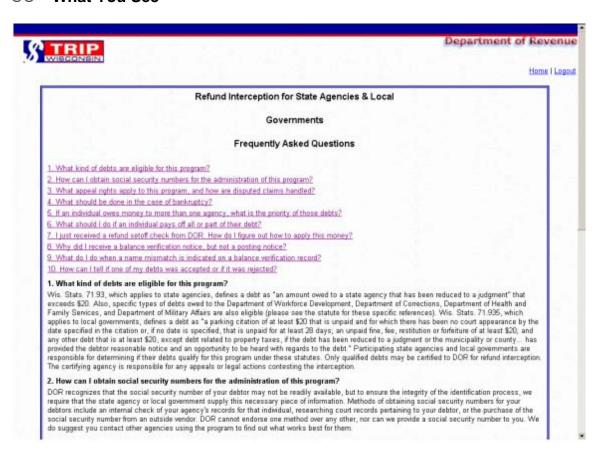
WI Department of Revenue Attn: Fred Bahr PO Box 8901 Madison, WI 53708-8901

FAQ'S

What You Should Do

Click on the 'FAQ' button on the Main Menu page.

6 What You See



What You Should Do

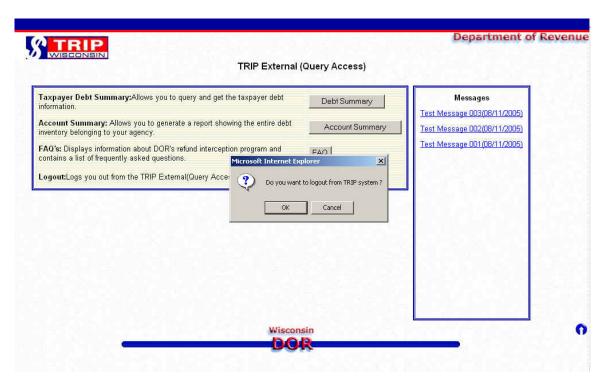
Click on the link to the required FAQ to go to the answer to that particular question.

Logout

What You Should Do

> Click on the 'Logout' button on the Main Menu page.

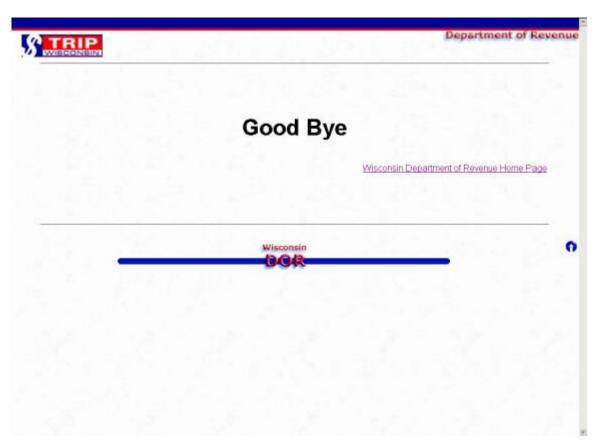
6→ What You See



What You Should Do

- > Click 'OK' to log out from the TRIP system.
- > Click 'Cancel' if you choose not to log out from the system at this time.

6 What You See (when you click 'OK')



What You Should Do Next

Click on the 'Wisconsin Department of Revenue Home Page' hyperlink, or close your browser session.

APPENDIX

File Maintenance file record layout (current format) received from DOR

DOR acknowledges every file maintenance transaction sent by your agency. The transaction is either accepted or rejected. This file description explains the various fields and error codes of the file maintenance records received using the "View/Receive Files" pages in TRIP.

Field Name	Description	Starting Position	Length	Field Type
Transaction Type	1 = Establish Debt 2 = Change Debt Balance 3 = Change Name (DOR only) or Address 5 = Inactivate Debt 6 = Activate Debt 8 = Intercept Reversal (DOR only)	1	1	CHAR
SSN	Social Security Number	2	9	CHAR
Last Name	Taxpayer Last Name	11	17	CHAR
Space		28	1	
First Name	Taxpayer First Name	29	12	CHAR
Second Last Name	Taxpayer Second Last Name	41	17	CHAR
Space		58	1	
Second First Name	Taxpayer Second First Name	59	12	CHAR
Address	Street Address	71	30	CHAR
Post Office	City	101	21	CHAR
State	State	122	2	CHAR
Zip Code	Zip Code	124	5	CHAR
Debt Number	Assigned by DOR	129	3	CHAR
Agency Number	Assigned by DOR	132	6	CHAR
Refund Source	A = Agency or county/municipality R = DOR	138	1	CHAR
Transaction Amount	Account/Debt Balance	139	9	DECIMAL
Transaction Amount Sign	"+" for positive; "-" for negative	148	1	CHAR
Initial Balance	Tran type 1 = zero Tran type 2, 3, 5, 6, 8 = original debt amount	149	9	DECIMAL
Initial Balance Sign	"+" for positive; "-" for negative	158	1	CHAR
Transaction Balance	Tran type 1 = zero Tran type 2, 3, 5, 6, 8 = total amount of prior balance changes	159	9	DECIMAL
Transaction Balance Sign	"+" for positive; "-" for negative	168	1	CHAR
Payment Balance	Tran type 1 = zero Tran type 2, 3, 5, 6, 8 = total amount of refund intercepts prior to this transaction	169	9	DECIMAL

Payment Balance	"+" for positive; "-" for negative	178	1	CHAR
Sign Error Code	0 = No errors on this record	179	1	CHAR
History Code	1 = Errors exist on this record 0 = No errors on this record 1 = DOR name does not match name on debt record	180	1	CHAR
F/M Code	0 = No error. 1 = You attempted to modify a debt, but no debt was found for your agency with this debt number, or another agency has already certified a debt for this ID number, but with a different name. 2 = You attempted to increase the balance of this debt, but your debt is not the last debt or only debt on file for this debtor, or the current balance already equals the debt amount submitted.	181	1	CHAR
Tran Type Error	0 = No error. 1 = Transaction type on your record was not 1, 2, 3, 5 or 6.	182	1	CHAR
SSN Error	0 = No error 1 =The SSN on your record was not numeric.	183	1	CHAR
Name Error	0 = No error 1 = A required name field is blank, is not alphabetic, or contains two consecutive spaces between multiple words in the name.	184	1	CHAR
Second Name Error	0= No error 1 =Two consecutive spaces between multiple words in second name field.	185	1	CHAR
Address Error	0= No error	186	1	CHAR
Post Office Error	0= No error	187	1	CHAR
State Error	0= No error	188	1	CHAR
Zip Code Error	0= No error 1= Zip Code was not numeric.	189	1	CHAR
Debt Number Error	0= No error 1=You attempted to certify a new debt and the debt number field was not blank, or you tried to change the balance of an existing debt and the debt number field was not numeric or less than three digits.	190	1	CHAR
ID Number Error	0= No error 1= The Agency ID Number in your transaction is not on file with DOR.	191	1	CHAR
Refund Source Error	0 = No error 1 = Refund Source does not	192	1	CHAR

equal 'A'.			
0 = No error 1 =The Transaction Balance field was not numeric or is less than zero.	193	1	CHAR



The 'Error Code' field is set to '1' to indicate that the transaction contained one or more errors and was rejected. A value of '1' or '2' in any of the following 14 fields indicates the specific reason the transaction was rejected.

Add the four balance fields (transaction amount, initial balance, transaction balance and payment balance) together to get DOR's current balance due for each debt.

The 'History Code' field is no longer being used to indicate whether a filing history exists for the debtor. It is simply being used to indicate the absence ('0') or presence ('1') of a 'History' error. Also, due to confidentiality provisions, DOR can no longer populate the 'Second Name' field with the DOR name when the record contains a 'History' error. Similarly, DOR can no longer provide the DOR name in the 'Second Name Field' when the 'F/M Error' condition exists.

The balance of a debt may be decreased at any time. However, the balance of a debt may only be increased when it is the last or only debt in our database for that particular debtor.

File Maintenance file record layout (expanded format) received from DOR

Field Name	Description	Starting Position	Length	Field Type
Transaction Type	1 = Establish Debt 2 = Change Debt Balance 3 = Change Name (DOR only) or Address 5 = Inactivate Debt 6 = Activate Debt 8 = Intercept Reversal (DOR only)	1	1	CHAR
SSN	Social Security Number	2	9	CHAR
FEIN	Federal Identification Number	11	9	CHAR
DLN	Driving License Number	20	14	CHAR
Agency Internal Debt Number	Internal Agency Number	34	20	CHAR
Last Name	Taxpayer Last Name	54	20	CHAR
Last Name Suffix	Taxpayer Last Name Suffix	74	5	CHAR
First Name	Taxpayer First Name	79	20	CHAR
Middle Initial	Taxpayer Middle Initial	99	1	CHAR
Organization Name	Organization Name	100	30	CHAR
Second Last Name	Taxpayer Second Last Name	130	17	CHAR
Space		147	1	
Second First Name	Taxpayer Second First Name	148	12	CHAR
Address Line 1	Street Address	160	40	CHAR
Post Office	City	200	40	CHAR
State	State	240	2	CHAR
Zip Code	Zip Code	242	5	CHAR
Zip Code Extension	Zip Code Extension	247	4	CHAR
Debt Number	Assigned by DOR	251	5	CHAR
Agency Number	Assigned by DOR	256	3	CHAR
Agency Subunit Number	Assigned by DOR	259	3	CHAR
Refund Source	A = Agency or county/municipality R = DOR	262	1	CHAR
Transaction Amount		263	11	DECIMAL
Transaction Amount Sign	"+" for positive; "-" for negative	274	1	CHAR
Initial Balance	Tran type 1 = zero Tran type 2, 3, 5, 6, 8 = original debt amount	275	11	DECIMAL
Initial Balance Sign	"+" for positive; "-" for negative	286	1	CHAR
Current Balance	Current Debt Balance	287	11	DECIMAL
Current Balance Sign	"+" for positive; "-" for negative	298	1	CHAR
Error Code	0 = No errors on this record 1 = Errors exist on this record	299	1	CHAR
History Code	0 = No errors on this record	300	1	CHAR

	1 = Filing history found for this ID number, but DOR name does not			
	match name on debt record.			
F/M Code	0 = No error. 1 = You attempted to modify a debt, but no debt was found for your agency with this debt number, or another agency has already certified a debt for this ID number, but with a different name. 2 = You attempted to increase the balance of this debt, but your debt is not the last debt or only debt on file for this debtor, or the current balance already equals the debt amount submitted.	301	1	CHAR
Tran Type Error	0 = No error. 1 = Transaction type on your record was not 1, 2, 3, 5 or 6.	302	1	CHAR
SSN Error	0 = No error 1 =The SSN on your record was not numeric.	303	1	CHAR
FEIN Error	0 = No error 1 =The FEIN on your record was not numeric.	304	1	CHAR
DLN Error	0 = No error 1 =An SSN was not found for this DLN.	305	1	CHAR
Name Error	0= No error 1= A required name field is blank, is not alphabetic, or contains two consecutive spaces between multiple words in the name.	306	1	CHAR
Second Name Error	0= No error 1 =Two consecutive spaces between multiple words in second name field.	307	1	CHAR
Address Error	0= No error	308	1	CHAR
Post Office Error	0= No error	309	1	CHAR
State Error	0= No error	310	1	CHAR
Zip Code Error	0= No error 1= Zip Code was not numeric.	311	1	CHAR
Debt Number Error	0= No error 1=You attempted to certify a new debt and the debt number field was not blank, or you tried to change the balance of an existing debt and the debt number field was not numeric or less than three digits.	312	1	CHAR
ID Number Error	0= No error 1= The Agency ID Number in your transaction is not on file with DOR.	313	1	CHAR

Refund Source Error	0 = No error 1 = Refund Source does not equal 'A'.	314	1	CHAR
Transaction Balance Error	0 = No error 1 =The Transaction Balance field was not numeric or is less than zero.	315	1	CHAR
Status Error	0 = No error 1 = You attempted to activate a debt that was currently active. 2 = You attempted to inactivate a debt that was currently inactive.	316	1	CHAR



The 'Error Code' field is set to '1' to indicate that the transaction contained one or more errors and was rejected. A value of '1' or '2' in any of the following 17 fields indicates the specific reason the transaction was rejected.

If using this expanded file format, the current balance of the debt is contained in the 'Current Balance' field and is <u>not</u> derived by adding the various balance fields together.

The 'History Code' field is no longer being used to indicate whether a filing history exists for the debtor. It is simply being used to indicate the absence ('0') or presence ('1') of a 'History' error. Also, due to confidentiality provisions, DOR can no longer populate the 'Second Name' field with the DOR name when the record contains a 'History' error. Similarly, DOR can no longer provide the DOR name in the 'Second Name' field when the 'F/M Error' condition exists.

The balance of a debt may be decreased at any time. However, the balance of a debt may only be increased when it is the last or only debt in our database for that particular debtor.

If the agency certifies a debt using the debtor's DLN, and DOR finds an SSN for the debtor through a match with DOT licensing records, DOR is prohibited from providing the agency with that SSN. Therefore, all subsequent file maintenance submitted by the agency for that debt must contain the debtor's DLN. Similarly, all records received from DOR for that debt (file maintenance, balance verification, posting notification) will also contain only the DLN and not the SSN obtained from DOT.

Balance Verification file record layout (current format) received from DOR

A balance verification record is sent to your agency whenever a refund becomes available for a taxpayer whose social security number matches the social security number of one of your debtors. This record is used to verify DOR's account balance with your agency's account balance. If the debt balance we show is correct you do not need to respond to the balance verification record. If the debt balance is incorrect, you must adjust the balance to ensure that the correct refund amount is intercepted.

Field Name	Description	Starting Position	Length	Field Type
SSN	Social Security Number	1	9	CHAR
Name	Taxpayer Last Name	10	17	CHAR
Space		27	1	
Name	Taxpayer First Name	28	12	CHAR
Second Name	Optional Last Name	40	17	CHAR
Space		57	1	
Second Name	Optional First name	58	12	CHAR
Address	Street Address	70	30	CHAR
Post Office	City	100	21	CHAR
State	State Abbreviation	121	2	CHAR
Zip Code	Zip Code	123	5	CHAR
Debt Number	Notification of possible refund interception	128	3	CHAR
ID Number	Assigned by DOR	131	6	CHAR
Current Balance	Current balance of the debt.	137	9	DECIMAL
Current Balance Sign	Always +	146	1	CHAR
Transaction Balance	Always zeros	147	9	DECIMAL
Transaction Balance Sign	Always +	156	1	CHAR
Payment Balance	Always zeros	157	9	DECIMAL
Payment Balance Sign	Always +	166	1	CHAR
Setoff Code	Always '2'	167	1	CHAR



Add the 'Current Balance', 'Transaction Balance', and 'Payment Balance' fields together to get DOR's total balance due for the debt.

Balance Verification file record layout (expanded format) received from DOR

Field Name	Description	Starting Position	Length	Field Type
SSN	Social Security Number	1	9	CHAR
FEIN	Federal Identification Number	10	9	CHAR
DLN	Driver's License Number	19	14	CHAR
AIN	Agency Internal Debt Number	33	20	CHAR
Last Name	Taxpayer Last Name	53	20	CHAR
Last Name Suffix	Taxpayer Last Name Suffix	73	5	CHAR
First Name	Taxpayer First Name	78	20	CHAR
Middle Initial	Taxpayer Middle Initial	98	1	CHAR
Organization Name	Organization Name	99	30	CHAR
Second Last Name	Taxpayer Second Last Name	129	17	CHAR
Space		146	1	
Second First Name	Taxpayer Second First Name	147	12	CHAR
Address Line 1	Street Address	159	40	CHAR
City	City	199	40	CHAR
State	State	239	2	CHAR
Zip Code	Zip Code	241	5	CHAR
Zip Code Extension	Zip Code Extension	246	4	CHAR
Debt Number	Assigned by DOR	250	5	CHAR
Agency ID Number	Assigned by DOR	255	3	CHAR
Agency ID Subunit Number	Assigned by DOR	258	3	CHAR
Current Balance	Current balance of the debt	261	11	DECIMAL
Current Balance Sign	Always +	272	1	CHAR
Setoff Code	Always '2'	273	1	CHAR



If using this expanded file record layout, the current balance of the debt is provided in the 'Current Balance' field and is <u>not</u> derived by adding the various balance fields together.

Posting Notification file record layout (current format) received from DOR

A posting notification record is sent to your agency whenever an actual refund amount has been intercepted on your behalf. This record shows the amount intercepted and DOR's current balance after the refund was applied to your agency's debt.

Field Name	Description	Starting Position	Length	Field Type
SSN	Social Security Number	1	9	CHAR
Name	Taxpayer Last Name	10	17	CHAR
Space		27	1	
Name	Taxpayer First Name	28	12	CHAR
Second Name	Optional Last Name (blank unless Joint or MFS return)	40	17	CHAR
Space		57	1	
Second Name	Optional First name (blank unless Joint or MFS return)	58	12	CHAR
Address	Street Address	70	30	CHAR
Post Office	City	100	21	CHAR
State	State Abbreviation	121	2	CHAR
Zip Code	Zip Code	123	5	CHAR
Debt Number	Debt to which intercept is applied	128	3	CHAR
ID Number	Assigned by DOR	131	6	CHAR
Current Balance	Current debt balance	137	9	DECIMAL
Current Balance Sign	Always +	146	1	CHAR
Transaction Balance	Always zeros	147	9	DECIMAL
Transaction Balance Sign	Always +	156	1	CHAR
Payment Balance	Always zeros	157	9	DECIMAL
Payment Balance Sign	Always +	166	1	CHAR
Refund Used Today	Amount of intercept	167	9	DECIMAL
Refund Used Today Sign	Always -	176	1	CHAR
Setoff Code	2 = Agency setoff record found	177	1	CHAR



Add the 'Current Balance', 'Transaction Balance' and 'Payment Balance' fields together to get DOR's total balance due for each debt.

Posting Notification file record layout (expanded format) received from DOR

Field Name	Description	Starting Position	Length	Field Type
SSN	Social Security Number	1	9	CHAR
FEIN	Federal Identification Number	10	9	CHAR
DLN	Driver's License Number	19	14	CHAR
AIN	Agency Internal Debt Number	33	20	CHAR
Last Name	Taxpayer Last Name	53	20	CHAR
Last Name Suffix	Taxpayer Last Name Suffix	73	5	CHAR
First Name	Taxpayer First Name	78	20	CHAR
Middle Initial	Taxpayer Middle Initial	98	1	CHAR
Organization Name	Organization Name	99	30	CHAR
Second Last Name	Taxpayer Second Last Name	129	17	CHAR
Space		146	1	
Second First Name	Taxpayer Second First Name	147	12	CHAR
Address Line 1	Street Address	159	40	CHAR
City	City	199	40	CHAR
State	State	239	2	CHAR
Zip Code	Zip Code	241	5	CHAR
Zip Code Extension	Zip Code Extension	246	4	CHAR
Debt Number	Assigned by DOR	250	5	CHAR
Agency ID Number	Assigned by DOR	255	3	CHAR
Agency ID Subunit Number	Assigned by DOR	258	3	CHAR
Current Balance	Current Debt Balance	261	11	DECIMAL
Current Balance Sign	Always +	272	1	CHAR
Refund Used Today	Amount of Intercept	273	11	DECIMAL
Refund Used Today Sign	Always -	284	1	CHAR
Setoff Code	Always '2'	285	1	CHAR



If using this expanded file record layout, the current balance of the debt is provided in the 'Current Balance' field and is <u>not</u> derived by adding the various balance fields together.

Account Summary file record layout received from DOR

This report lists all of the debts currently in our system that were certified by your agency.

Field Name	Description	Starting Position	Length	Field Type
SSN	Social Security Number	1	9	CHAR
FEIN	Federal Identification Number	10	9	CHAR
DLN	Drivers License Number	19	14	CHAR
IAN	Internal Agency Number	33	20	CHAR
Last Name	Taxpayer Last Name	53	20	CHAR
Last Name Suffix	Taxpayer Last Name Suffix	73	5	CHAR
First Name	Taxpayer First Name	78	20	CHAR
Middle Initial	Taxpayer Middle Initial	98	1	CHAR
Address Line 1	Street Address	99	40	CHAR
City	City	139	40	CHAR
State	State Abbreviation	179	2	CHAR
Zip Code	Zip Code	181	5	CHAR
Zip Code Extension	Zip Code Extension	186	4	CHAR
Debt Number	Assigned by DOR	190	5	CHAR
Current Balance	Account Balance	195	1	DECIMAL

File Maintenance file layout (current format) sent to DOR

The following record description must be used by agencies when transmitting a file via the "**Send File**" option in TRIP to either establish debts (Tran type 1) or change debt balances (Tran type 2).

Field Name	Description	Starting Position	Length	Field Type
Transaction Type	1 = Establish Debt	1	1	CHAR
	2 = Change Debt Balance			
	3 = Change Address			
	5 = Inactivate Debt			
001	6 = Activate Debt			OLIA D
SSN	Social Security Number	2	9	CHAR
Name	Taxpayer Last Name*	11	17	CHAR
Space		28	1	
Name	Taxpayer First Name*	29	12	CHAR
Second Name	Optional Last Name	41	17	CHAR
Space		58	1	
Second Name	Optional First Name	59	12	CHAR
Address	Street Address	71	30	CHAR
Post Office	City	101	21	CHAR
State	State Abbreviation	122	2	CHAR
Zip Code	Zip Code	124	5	CHAR
Debt Number	Must be blank for Tran type 1	129	3	CHAR
	Must be filled for Tran type 2			
Transaction Balance	Account/Debt Balance	132	9	DECIMAL
Transaction Balance	"+" for positive; "-" for	141	1	CHAR
Sign	negative			
ID Number	Use number assigned by DOR	142	6	CHAR



All name fields must be in ALL CAPS.

For Transaction Type 1's, the following fields are required: Transaction Type; SSN; First and Last Name; Transaction Balance; Transaction Balance Sign; ID Number.

For all other Transaction Types, the Debt Number is also required.

File Maintenance file layout (expanded format) sent to DOR

The following record description must be used by agencies when transmitting a file via the "**Send File**" option in TRIP to either establish debts (Tran type 1), change debt balances (Tran type 2), change the address of a debt (Tran type 3), inactivate a debt (Tran type 5), or activate a debt (Tran type 6).

Field Name	Description	Starting Position	Length	Field Type
Transaction Type	1 = Establish Debt	1	1	CHAR
	2 = Change Debt Balance			
	3 = Change Name/Address			
	5 = Inactivate Debt			
	6 = Activate Debt			
SSN	Social Security Number	2	9	CHAR
FEIN	Federal Identification Number	11	9	CHAR
DLN	Drivers License Number	20	14	CHAR
AIN	Agency Internal Debt Number	34	20	CHAR
Last Name	Taxpayer Last Name*	54	20	CHAR
Last Name Suffix		74	5	CHAR
First Name	Taxpayer First Name*	79	20	CHAR
Middle Initial		99	1	CHAR
Organization Name	Organization Name	100	30	CHAR
Second Name	Optional Last Name	130	17	CHAR
Space		147	1	
Second Name	Optional First Name	148	12	CHAR
Address Line 1	Street Address	160	40	CHAR
Post Office	City	200	40	CHAR
State	State Abbreviation	240	2	CHAR
Zip Code	Zip Code	242	5	CHAR
Zip Code Extension	Zip Code Extension	247	4	CHAR
Debt Number	Must be blank for Tran type 1	251	5	CHAR
	Must be filled for Tran type 2,			
	3, 5 or 6			
Transaction Balance	Account/Debt Balance	256	11	DECIMAL
Transaction Balance	"+" for positive; "-" for	267	1	CHAR
Sign	negative			
Agency Number	Assigned by DOR	268	3	CHAR
Agency Subunit Number	Assigned by DOR	271	3	CHAR



All name fields must be in ALL CAPS.

For Transaction Type 1's, the following fields are required: Transaction Type; SSN or DLN and First and Last Name, or FEIN and Organization Name; Transaction Balance; Transaction Balance Sign; Agency Number; and Agency Subunit Number.

For all other Transaction Types, the Debt Number is also required.

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